

For: State and County Offices

**Queries for Year-end FY 2002 Work Measurement and Workload Automated Unit Counts
and Work Item Comparisons and Information for Workload Review**

Approved by: Deputy Administrator, Management



1 Overview

**A
Background**

In an effort to streamline and simplify the work measurement and workload reporting for County Offices, BUD has made some modifications to the year-end process. A single notice is being issued to replace the 2 notices previously provided at the year-end workload cycle. The single notice will contain information about using queries for work measurement and workload and the use of work item comparisons to assist in workload report reviewing. By issuing a single notice, BUD hopes to eliminate some of the duplicate information and confusion State and County Offices were experiencing.

In addition, the process of obtaining query results for work measurement offices has been streamlined. Previously, 2 sets of queries were released for each workload cycle, 1 for work measurement and 1 for workload. In most cases the query counts agreed; however, in some cases the numbers differed causing confusion for those work measurement County Offices as to the proper unit count to be used. This will now be eliminated by using only workload query counts for both work measurement and workload reporting.

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Disposal Date

October 1, 2003

Distribution

State Offices; State Offices relay to County
Offices

Notice AO-1270

1 Overview (Continued)

B

Purpose

This notice informs State and County Offices:

- of both query instructions and comparison information
- of the new query process for work measurement offices
- that County Release No. 495, containing the FY 2002 updated report and query software, will be mailed **on September 30, 2002**

Note: County Offices must run the queries as soon as possible after installing the software release.

- that the query process must be run before installing County Release No. 496.
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Contact

Direct questions about this notice to either of the following:

- Vicki Larson, BUD at 202-720-2501
 - Heidi Ware, BUD at 202-720-4483.
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2 County Office Action

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Using Queries for Automated Unit Counts

County Offices shall do **all** of the following:

- use the official queries developed by the National Office

Note: Do **not** attempt to modify the queries.

- attach a copy of the query reports to:
 - FSA-54 (4th quarter) file copy for work measurement
 - FSA-55 for workload
 - have the query reports available for DD and COR reviews.
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Notice AO-1270

3 State Office Action

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State Office Oversite

State Offices shall ensure that:

- County Offices are using the query process released by the National Office without modification
 - County Offices' Exhibit 1's and memorandums requesting adjustment of other queried work items are completed according to instructions in this notice, **including State and county code**, and are submitted to BUD **by October 30, 2002**
 - County Office data is **not** modified without consulting with the reporting County Office
 - DD's are reviewing the workload process in their County Offices according to 12-AO (Rev. 18), paragraph 9920
 - County Offices are provided with a transmission date that will allow sufficient time for the State Office to conduct a review of the County Office reports and other documentation
 - State Office transmission of workload report to KC-ITSDO is completed **by October 24, 2002.**
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4 Change in Work Measurement Query Procedure

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Work Measurement County Offices Only

Effective for the FY 2002 year-end reporting cycle, work measurement County Offices must enter the full FY 2002 queried workload unit count, which equals the query count **plus any manual counts from Exhibit 1** in the 4th quarter reports. All queried work items previously reported units (for quarters 1 through 3) will be deleted by Kansas City. Counties should ensure that unit counts for any sub-offices that report workload separately is included in the headquarters office work measurement report.

This change will result in uniform query counts for both workload and work measurement reporting.

5 Requesting Work Item Adjustment

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Work Items Requiring Adjustment

No corrections to the workload report will be allowed for queried work items in State or County Offices. To request adjustments, use the following steps.

Step	Action
1	Review Exhibits 1 and 2 to ensure that a manual count is noted for the work item for which the adjustment is being requested.
2	<p>County Offices shall prepare and submit Exhibit 1 to the State Office by October 11, 2002, indicating the following:</p> <ul style="list-style-type: none"> • County Office name and State and county code (reporting county) • original query count • manual count to be added to the query count • total revised count • explanation for change. If other than provided for in this notice, attach documentation to support request. <p>Note: Reporting offices with a closed or part-time office will consolidate query and manual counts into one Exhibit 1. Do not modify Exhibit 1 or use an alternative form, except as provided for in step 3.</p>
3	<p>County Offices shall prepare a separate memorandum if a query count is being questioned for a work item not listed in Exhibit 1. The memorandum should:</p> <ul style="list-style-type: none"> • give a detailed explanation of the difference in query and manual count • include documentation to support manual count • be submitted to the State Office by October 11, 2002.
4	<p>State Offices shall, after review, forward all Exhibit 1's and memorandums to the National Office by COB October 30, 2002. State Offices shall not use regular mail, but instead send by either FAX at 202-690-0591 or Federal Express to the following address:</p> <p>USDA, FSA, BUD, AEB Attn: Vicki Larson 1400 Independence Ave., SW. Room 4732 South Bldg. Washington, DC 20250-0575.</p>
5	<p>The National Office shall:</p> <ul style="list-style-type: none"> • make the changes to the work items requiring additional manual counts • review, for possible changes, the memorandums from County Offices.

6 How to Run Queries

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Accessing Query Process

Work Measurement. Option 15, Process Work Item Queries, has been disabled on the Work Measurement Main Menu. County Offices reporting work measurement shall follow instructions in subparagraph 4 A.

Workload. Access query process according to 12-AO (Rev. 18), paragraph 9952. The queries capture data from October 1, 2001, through September 30, 2002, for all work items noted in Exhibit 2.

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General Guidelines

For accurate query results, use the following guidelines.

- A dedicated system is required for the "Unlink and Link" part of the process. This process will run only once each day. County Offices will be alerted with a message when the link process is complete and the system can be accessed by other users.
 - During the unlinking process, error message IDDU-8548 may be encountered. If this message is received, ENTER "2" to continue. If any other error message is encountered, County Offices should do a screen print for information purposes in case a problem develops with a specific query count.
 - **Whether using the option to run all queries or each individual query, each query should be run only once, unless otherwise instructed by an Info Bulletin and Budget Q&A.**
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Detailed Query Information

The Query Workbook providing detailed explanations of each query is currently being updated for year end. The updated workbook will be completed by **September 20, 2002**, and posted to the Work Measurement/Workload Website at:

<http://www.fsa.usda.gov/dam/bud/work%20measurement/WMWLHome.htm>

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6 How to Run Queries (Continued)

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FLP Guidelines

Only Type 1 County Offices should have data in any work items. Although many employees from several offices may contribute to the completion of a unit, it will be counted as complete in the Type 1 office. The MAC move software has been provided to all States and implementation is to be completed **before running** the query process. Requests to move query count between County Offices should be very rare.

If a request must be made, a memorandum with the following information should be provided:

- name and State and county code of office and identification of which work items need to be deleted
- name and State and county code of office and identification of which work items need to be updated and the revised unit count for each work item.

FLP work items with queries developed are identified in Exhibit 2. County Offices have been advised to keep workload scheduling current so that queries are accurate for workload reporting. **No manual counts will be allowed because of incomplete workload scheduling.**

Follow subparagraph 5 A, step 3, to submit a request for a revised query count. Include documentation to justify manual counts.

7 General Information

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Items Needed to Complete Report and Perform Review

While every attempt has been made to include all available information in this notice, State and County Offices are reminded that additional information is available in 12-AO (Rev. 18) and should be referenced if questions arise. Following is a list of 12-AO (Rev. 18) references that may be helpful:

- Part 5, work item unit counts, unit completed, operations included, related work items
- Part 6, automation operation
- Exhibit 9, important dates and deadlines
- Exhibit 13, instructions for completing the report and gives an explanation of the informational work items
- Exhibit 17, workload assumptions for FY 2003, to be included in Amend. 6
- Exhibit 18, FY 2002 year-end report format for FSA-55, to be included in Amend. 6
- Exhibit 19, workload report validity checks.

Note: For year end, the validity is performed on columns 2 and 3.

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Completing the Report

County Offices shall do the following:

- review the attached work item information
 - report units, hours, workdays, and dollar amounts in whole numbers
 - leave the line item blank if no units were complete or will be completed
 - see automated workload operations in 12-AO (Rev. 18), Part 6, Section 5
 - run the query process
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7 General Information (Continued)

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Completing the Report (Continued)

- input the following:
 - any corrections to FSA-55, column 1, FY 2002 estimates that may have been completed after final transmission from County Office
- Note:** Review FY 2002 midyear Workload Report 1 for revised unit counts.
- data for actual units completed in column 2
 - data for estimated units in column 3, based on information provided by program divisions, including 12-AO (Rev. 18), Exhibit 17 (to be included in Amend. 6), notices, Agency news releases, and other reliable sources of information.

Note: When updating entries to FSA-55, County and State Offices will need to use either a 3180 or 3197 terminal.

8 Reviewing Workload Reports

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County Office Review

Before final transmission to State Office, County Offices should do the following.

- Review the completed report using the comparison information provided in the work item section of Exhibit 2.
 - Review the work items listed on the Exception Report printed during the validity process. Unit counts may occasionally exceed the validity for a work item. If the data is correct, written justification should be submitted with the reports. These justifications are considered when completing the State and national review and may save time and telephone calls in verifying data.
 - Perform a visual inspection of the report with attention for missing numbers or work items that may be misreported.
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8 Reviewing Workload Reports (Continued)

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State Office Review

Comparison queries developed by BUD and query team members will be provided in State Office Software Release No. 408. Instructions will be posted on the Budget Home Page for modifying and running the queries. These queries may be used to supplement the queries provided on the State Office Workload Menu. An explanation of each query is given with the instructions, so State Offices may wish to select only specific comparison queries that they determine will be useful in the review.

The review should also include a review of the information provided in the work item section of Exhibit 2.

The State Office review of data reported on FSA-55 shall not result in modification or changes to data reported without first discussing the questioned data with the reporting County Office.

State Offices must also ensure that manual unit count, reported by work measurement County Offices on FSA-55, are the cumulative total of units reported on FSA-54's for FY 2002 for quarters 1 through 4.

Exception: This does **not** apply to query work items.

State Offices shall transmit FSA-55 to KC-ITSDO **no later than October 24, 2002.**

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BUD Review

The national review is scheduled **for November 4 through 15, 2002.** State Offices shall ensure that the workload specialist is available during that time period or that a fully trained back-up is available to complete the national review process.

BUD shall modify data reported on FSA-55, as requested by the County Office, for queried work items for Exhibit 1's and memo provided as long as the requests include all required information and the requests being made are reasonable. Additionally, BUD may modify data as a result of the State and/or County Office being unable to provide supporting documentation for work item unit counts. This is done to ensure fair and equitable reporting among County Offices.

9 Work Item Information

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Work Items

Exhibit 2 is a total list of work items that provides, by program or activity, the following information:

- if the unit is counted by query, filled by KC-ITSDO or manual entry
 - explanation for any manual counts for queried work items
 - specific information about the work item
 - what comparisons should be made with other work items
 - information about making projections for FY 2003.
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Workload Manual Counts

County Name _____

State/County Code _____

Work Item Number	Col. A	Col. B	Total (A +B)	Explanation for Change
	Original Query Count	Manual Count to Add	Total Revised Count	
303				
351				
504				
517				
526				
530				
1202				
1206				
1401				
1405				
1406				
1407				
1408				
1605				
1606				
1627				

Note: Work items 401, 921, 1001, and 1701 may have additional manual counts. Since the query process does not load these units directly onto FSA-55, County Offices can make adjustments to this count and do not have to send the manual counts in on this form.

Work Item Information

Administrative	
Work Item	Query, Comparison, and Other Information
101 KC-ITSDO	General Office Administration. Unit count is total pay status days for all CO employees, including temporary office and field and COC in the administrative County Office. Work item 101 for both columns 2 and 3 will be pulled from the Data Warehouse by KC-ITSDO, who will then merge work item 9065, Federal Farm Loan Employee data, with work item 101 for the workload reports.
102 Manual	Services Performed for Government Agencies. Report hours expended for nonreimbursable services performed. County Offices should accurately enter the number of hours actually performed and not simply enter the validity amount. State Offices shall compare workload entries to entries in County Office work measurement reports to avoid report of excessive time for workload reports.
103 Manual	COWM System. Work measurement County Offices listed in 12-AO (Rev. 18), Exhibit 4, will enter data in work item 103 in hours. Serviced offices reporting FLP activity to a Type 1 work measurement office may report time. County Offices that exited the work measurement system at the start of FY 2002 may enter any carryover time. New work measurement County Offices shall include any training time in FY 2002 and shall project time for FY 2003.
111 KC-ITSDO	Automation Activities. For FY 2002 year-end reporting, work item 111 will be captured in the reporting county instead of the administrative county. Unit count is total pay status days for all CO employees in the reporting County Office. Work item 111 for both columns 2 and 3 will be pulled from the Data Warehouse and entered by KC-ITSDO, who will then merge work item 9065, Federal Farm Loan Employee data, with work item 111 for the workload reports. The pay status days will be reduced for work item 111 if the County Office is the payroll office for a County Office Trainee (work item 2139) or District Compliance Assistant (work item 2146).

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Work Item Information (Continued)

Administrative	
Work Item	Query, Comparison, and Other Information
112 Manual	<p>FOIA Requests Where Fees Are Waived. Count 1 unit for each request, not each copy provided. Only Freedom of Information Act (FOIA) requests entered on FSA-534 should be entered here. Do not count Privacy Act requests here even though they may be entered on FSA-534. A forthcoming notice is expected to be released before workload reporting to clarify FOIA/workload issues. Time for:</p> <ul style="list-style-type: none"> • Boll Weevil Eradication Program is reported in work item 117 • FCIC requests are reported in work item 118 • Phase II Tobacco Settlement should be reported in work item 1207 • Consent Decree Activity in the County Office should be reported in work items 2159 and 2110. <p>Note: Do not count the units for requests for information for any of these programs in work item 112.</p>
113 Query	Claims Administration. Estimates should only be increased or decreased based on the County Office's knowledge of their existing program activity. Project increases in work item 113 based on the work item 116 comparison.
114 Query	Common Receivables or Claims Transferred to Promissory Notes. Estimates should be made based on information in work items 113 and 116.
115 Manual	Creditor Agency Claims. Count 1 unit for each new claim received. A creditor agency is any Federal agency owed money, such as IRS, Rural Development, SBA, and RMA. Unit count can be determined by reviewing the Quarterly Creditor Agency Claim Report. Estimates should be similar to actual.
116 Query	Common Receivables Administration. Estimates should only be increased or decreased based on the County Office's knowledge of their existing program activity.
117 Manual	Assisting With BWEP. Only cotton States should report workdays in this work item. State Office review should include a comparison to workdays recorded in the work measurement reports.

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Work Item Information (Continued)

Administrative	
Work Item	Query, Comparison, and Other Information
118 Manual	Providing Information for Reinsured Companies. Compare days in work item 118 to dollars in work items 9094 and 9095. If there are a high number of days, the dollars entered in work items 9094 and 9095 should reflect high volume of activity. The State Office review should include comparison in workdays with workdays in the work measurement reports. Time or copies made for FCIC Integrity Program should not be reflected in work items 118, 9094, and 9095.
119 Query	Processing Direct Deposits. Estimates should be similar to the actual. There could be higher activity in County Offices with an increase in new program participants.
120 KC-ITSDO	General Program Administration. For year-end workload, this work item will be calculated for the workload reports from the work measurement formula, as are work items 101 and 111. Workdays will be captured in the reporting County Office. See information provided for work item 111.

Reimbursable Services for Others	
Work Item	Query, Comparison, and Other Information
201 Query	Office Type Services Furnished to All Entities for Which Funds Are Deposited in CCC-257 Lockbox Bank. Actual requests must be entered on CCC-257 to be captured by query. Manual counts are not allowed. Estimates should be similar.
202 Manual	Measurement Services Requiring Farm Visits. Unit count is 1 count for each FSA-409, each bin measured, field measured, or field appraisal. The paid for bin measurement or field measurement or appraisal must be completed by an FSA employee to count the unit for workload. If a contractor does the field work, count only 1 unit count for FSA-409. Costs associated with contractors for this activity shall be recorded in work item 9135, Contractor Costs. States where program contract work applies must do a revised count from their midyear workload report. Project activity for CRP and measured commodity loans as applicable.

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Work Item Information (Continued)

Reimbursable Services for Others	
Work Item	Query, Comparison, and Other Information
203 Manual	Services Furnished to Government Agency for Which Funds Are Deposited in CCC-257 Lockbox Bank. Entries shall be made for each hour worked for another Government agency under a county reimbursable agreement where funds (not rent, etc.) have been deposited on CCC-257 in the County Office. Work measurement County Offices reporting whole days on FSA-54 shall report whole hours on FSA-55.
204 Manual	Services Furnished to Government Agencies Under Reimbursable Agreements. Work item 204 should have entries for each hour worked for another Government agency under a national or State reimbursable agreement where funds (not rent, etc.) have been paid to the State or National Office. Work measurement County Offices reporting whole days on FSA-54 shall report whole hours on FSA-55. Include activity for the following national agreements: <ul style="list-style-type: none"> • Mandatory Grading Referenda for Tobacco • Potato Diversion • Karnal Bunt • AMA Cotton Research and Promotion Program in Notice AO-1260 • Cattle Feed Program (only SD, NE, CO, WY).
205 Query	Services Furnished to Process WRP Payments for NRCS. Entries should not vary significantly from year to year.
206 Manual	Measurement Services Using Aerial Slides and Aerial Photo. Count 1 unit for each FSA-409 and each field measured using slides. Must have collected fees on FSA-409 to count measured fields in this work item. Estimates should be similar.
207 Query	Services Furnished to Process AMA and SWCA Payments for NRCS. Projections for SWCA should be minimal and only for carryover payments as one-time funding was made available for FY 2001.
222 Query	SIP Requests for Cost-Sharing. Only States with approved funding shall project in this work item.
223 Query	Report of SIP Cost-Share Payments. Only States with pending activity or approved funding shall project in this work item.

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Work Item Information (Continued)

Common Program Provisions	
Work Item	Query, Comparison, and Other Information
301 Query	Reconstitutions of Farms, Bases, Allotments, and Quotas. Estimate lower activity for FY 2003 since most of the increased activity because of the Farm Bill will be completed in FY 2002.
302 Query	Maintaining Basic Farm and Producer Data. Activity may be higher in FY 2003 for updates in Name and Address because of "all owner/operator" mailings generating an increased number of corrections.
303 Query	Delegation of Signature Authority/Facsimile Signature. Activity for FY 2003 will be high because of requirement for replacement Power of Attorney forms. Note: A manual count is required for FSA-211 (07-25-02) Power of Attorney forms completed by September 30, 2002. County Offices were directed in Notice CM-440 not to load the new version in the POA ledger.
304 Manual	Maximum Payment Limitation for CRP and LTA's. A unit count should only be recorded when COC approves a modification on FSA-562 to a Payment Limitation Plan that falls under 5-CM. Unit counts and estimates should be very rare.
306 Manual	Agricultural Foreign Investment Disclosure Act. Count each FSA-153, new or corrected, sent to the State or National Office. Projections should be similar.
307 Manual	Mail Referendums. Count 1 unit for each eligible producer registered on MQ-4 or comparable list. Only County Offices conducting referenda listed in 12-AO (Rev. 18), Exhibit 9, Part 1 (Cigar Filler and Binder Types 42-44 and 53-55 and Peanuts) should have entries for FY 2002. Count referenda conducted for tobacco for Mandatory Grading in work item 204 only. Projection for FY 2003 should include Dark Air-Cured, Type 35-36 and Fire-Cured, Type 21-23.
310 Query	Signup for and Revisions to Production Flexibility Contracts. No estimates will be allowed.
312 Query	Production Flexibility Contract Payments. No estimates will be allowed.
314 Query	Establishing Bases and Yields for Direct and Counter-Cyclical Program (DCP). County Offices shall project similar units in column 3.

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Work Item Information (Continued)

Common Program Provisions	
Work Item	Query, Comparison, and Other Information
318 Query	Program Payments Assignments and Joint Payment Authorizations. Projections in column 3 could be similar to or higher than the actual count depending on types of assignments filed and new program activity in the County Office.
336 Manual	Farm Program Bankruptcy Cases. Entries should not be high. Count 1 unit for initial bankruptcy notice and 1 unit each time subsequent documents are provided. Do not count Farm Loan Program (FLP) bankruptcies in work item 336. FLP bankruptcy related activities are counted in work items 825 and 925 operations.
339 Manual	Payment Limitation Review for an Individual. Count 1 unit for each CCC-502A, CCC-502EZ, or CCC-502U signed in FY 2002. An increase in activity may occur because of Adjusted Gross Income provisions.
340 Manual	Payment Limitation Review for a Joint Venture or General Partnership. Count 1 unit for each member on CCC-502B or each CCC-502U signed in FY 2002. An increase in activity may occur because of Adjusted Gross Income.
341 Manual	Payment Limitation Review for Corporations, Limited Partnerships, Estates, Trusts, or Other Similar Entities. Count 1 unit for each member on CCC-502C or CCC-502D or each CCC-502U signed in FY 2002. An increase in activity may occur because of Adjusted Gross Income.
342 Manual	Payment Limitation Notice of Reduced Payments. Count 1 unit for each CCC-501C issued to the entity and each member on CCC-501A for that entity. Count should be minimal.
343 Query	Designated Control Counties. County Offices shall assume similar activity for FY 2003.
344 Manual	Required State Office Payment Limitation Determinations. Count 1 unit for each determination package sent to the State Office for joint operations with more than 6 members. Count should be minimal.
345 Manual	Payment Limitation Review Team. Report 1 unit for each workday spent by the review team members only conducting year-end reviews, including travel time. The time County Office employees or COC spend copying records for or meeting with the team members is captured in work items 339 through 341.

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Work Item Information (Continued)

Common Program Provisions	
Work Item	Query, Comparison, and Other Information
351 Query	NAP Actual Production History. Assume a moderate increase in activity for FY 2003. Note: A manual count is required for each CCC-452 completed for 2001 and 2002 crop year.
353 Query	Establishing NAP Units. County Offices who accessed the NAP software initially after October 1, 2002, may have a higher query unit count because of a change in the file. Do not project in this work item since it will not be included in 12-AO (Rev. 19).
354 Manual	Critical Loss Appraisals by FSA Employees. Data will only be entered if FSA employees are used when the contract appraisers are unavailable or if Accelerated Loss Adjusters Training is attended. Do not make projections in this work item except in cases where known activity will occur.
355 Manual	Determining NAP Crop Data. Count 1 unit for each crop listed on CCC-456 when reviewed by COC and documented in the minutes. State Office specialists should review unit counts and projections since these forms are sent to State Offices for action.
356 Query	Non-Insured Crop Disaster Assistance Program (NAP) Application for Coverage. A manual count is no longer required for Limited Resource Producers. Assume similar activity for FY 2003.
357 Query	Notice of Loss and NAP Application for Payment. A query has been developed for year end and no manual count is required. Assume a moderate increase in activity for FY 2003.
362 Query Workload Only	Number of Reconstitutions. This is an information work item only. All NWD associated with reconstitutions are captured in work item 301. County Offices shall project lower than actual in column 2 because of explanation given in work item 301.
374 Query	Crop Disaster Program. No projections allowed.

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Work Item Information (Continued)

Common Program Provisions	
Work Item	Query, Comparison, and Other Information
375 Query	Issuing Payments for Crop Disaster Program. No projections allowed.
376 Manual	Farm Visits for Crop Disaster Program. Counts in this work item should be very rare since it would be a verification of a 2000 crop completed in FY 2002. Do not count farm visits for NAP in this work item.
379 Manual	Quality Loss Program Application. Count 1 unit for each CCC-557Q or CCC-557AP approved or disapproved before September 30, 2002. No projections allowed.
380 Query	Issuing Payments for Quality Loss Program. No projections allowed.
381 Manual	FCIC Program Integrity Referrals. Count 1 unit for each AD-2007 transmitted to the State Office. Do not project except for pending FY 2002 activity.
382 Manual	FCIC Program Integrity Claims. Count 1 unit for each FSA-426-A received from RMA when information has been processed. Do not project except for pending FY 2002 activity.
383 Manual	FCIC Program Integrity Consultation. Count 1 unit for each AD-2006 when submitted to the State Office. Do not project except for pending FY 2002 activity.
384 Query	FCIC (RMA/FSA) Data Reconciliation Report. Do not project that County Offices will do a Data Reconciliation in FY 2003 because of heavy Farm Bill activity.

Committee Elections	
Work Item	Query, Comparison, and Other Information
401 Query Printout Does Not Load	<p>County and Community Elections. Count 1 unit for each ballot issued for FY 2002 election.</p> <p>Note: The query results for this work item will not be automatically loaded onto FSA-55; however, the workload software will allow County Offices to make an entry. County Offices will receive a printout indicating the number of voters in each local administrative area (LAA). County Offices may verify against election reports. County Offices may use the printout for projecting the number of voters in LAA where the FY 2003 election will be held.</p>

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Work Item Information (Continued)

Conservation and Related Programs	
Work Item	Query, Comparison, and Other Information
501 Query	ACP and Interim EQIP Cost-Sharing Requests and Technical Determinations. Assume minimal activity.
504 Query	Report of ACP, Interim EQIP, and LTA Cost-Share Payments. Assume minimal activity. Note: A manual count is required if partial multiple payments were issued. A partial multiple payment is when 1 payment is made for partial cost-share earned on multiple contracts. Partial cost-share payments on 1 contract are captured by the query.
505 Manual	Interim EQIP LTA Active Agreements. In column 2, count 1 unit for each active ACP-311 on September 30, 2001, and in column 3, count 1 unit for each active ACP-311 on September 30, 2002. If there is activity in work items 501 and 504, there should in most cases be an entry in work item 505.
507 Query	EQIP Request for Contracts. Assume increased funding, but fewer CCC-1245's per contract. There will be no noncost-share practices.
508 Query	Report of EQIP Cost-Share Payments. Payments may be projected in the year of the contract because of procedure change.
509 Query	EQIP Active Contract. Projection for column 3 should be active CCC-1200 in effect on September 30, 2002.
512 Manual	EQIP Priority Area Development. Do not project for this work item since the authority has been eliminated with the Farm Bill.
515 Query	ECP Cost-Sharing Requests and Technical Determinations. The County Office must have Emergency Conservation Program (ECP) approval or pending approval to have estimates in work item 515.
517 Query	Report of ECP Cost-Share Payments. If requests are approved, there must be either actual or estimated payment activity. Note: A manual count is required if partial multiple payments were issued. A partial multiple payment is when 1 payment is made for partial cost-share earned on multiple contracts. Partial cost-share payments on 1 contract are captured by the query.

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Work Item Information (Continued)

Conservation and Related Programs	
Work Item	Query, Comparison, and Other Information
526 Query	<p>Conservation Reserve Program Contract. Assume activity for a general sign-up and increased activity for continuous sign-up.</p> <p>Note: A manual count is required for CRP-2's signed by the producer but the bid was withdrawn and never entered in system. Do not manually count CRP-2's for continuous signup. The query will capture the count from both CRP-1 and CRP-2, when CRP-1 is generated.</p>
527 Query	CRP Cost-Sharing Requests and Technical Determinations. Assume activity for a general sign-up and increased activity for continuous sign-up.
528 Query	CRP Active Agreements. Projection for column 3 should be active CRP-1's in effect on September 30, 2002.
530 Query	<p>Report of CRP Cost-Share Payments. Assume activity for a general sign-up and increased activity for continuous sign-up.</p> <p>Note: A manual count is required if partial multiple payments were issued. A partial multiple payment is when 1 payment is made for partial cost-share earned on multiple contracts. Partial cost-share payments on 1 contract are captured by the query.</p>
532 Manual	Conservation Services Performed for NRCS. Operations are assistance with FIP, WBP, WIP, GPCP under Interim EQIP, CRSCP under Interim EQIP, CRP technical determinations, and National Resource Inventory only . Do not enter time if none of the above activity was performed for NRCS. Do not capture activity associated with work item 102 in this work item. Projections should be minimal.
540 Query Workload Only	CRP Rental Payments. This is an information work item only. Time associated with making the annual CRP payment is captured in work item 528. Projections may increase because of general and continuous signup.

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Work Item Information (Continued)

Direct Farm Loan Programs	
Work Item	Query, Comparison, and Other Information
801 Query	Loan Applications Received for All Direct Farm Loan Programs. See assumption section below.
802 Query	Program Eligibility Determination for Direct Loan Applications. See assumption section below.
803 Query	Loss Calculations and Test for Credit for EM Loan Eligibility Determinations. See assumption section below.
804 Query	Loan Feasibility Determinations for Direct Loans Except Lo Doc Loans. See assumption section below.
805 Query	Loan Closing for All Direct Loans. See assumption section below.
806 Query	Loan Feasibility Determinations for Lo Doc Loans. See assumption section below.
801-806 Assumptions	<p>Assumptions. Assume increase in loan making activity if the following apply:</p> <ul style="list-style-type: none"> • emergency applications: <ul style="list-style-type: none"> • for horse breeder loans • because of quarantines being added to natural disaster • for States experiencing new or continued natural disasters • applications because of: <ul style="list-style-type: none"> • additions of trusts and limited liability companies as eligible entities • FSA employees eligibility • refinancing of a temporary bridge loan as authorized purpose • increasing loan term and percentage of the total amount needed.
821 Query	Routine Loan Servicing for All Direct Loan Borrowers. Assume increased loan servicing if loan making increased as described in 801-806, Assumptions.

Continued on the next page

Work Item Information (Continued)

Direct Farm Loan Programs	
Work Item	Query, Comparison, and Other Information
822 Query	Financial Analysis and Specialized Direct Loan Servicing Activities. Assume increased loan servicing if loan making increased in 801-806, Assumptions.
823 Query	Field Visits for Direct Loan Servicing Activities. Assume increased loan servicing if loan making increased in 801-806, Assumptions.
824 Manual	1951-T Servicing Actions. Assume increased loan servicing if EM loan making increased in 801-806, Assumptions.
825 Query	1951-S Servicing Actions. Assume increase in servicing of loan accounts identified as Currently Not Collectible.
826 Query	Subordination of Chattel Security. Query for work item 826 has been adjusted since FY 2002 midyear to capture subordinations with Request Types “S” and “B” and Security Service Codes 1, 2, 3, 4, 6, and 9. Assume similar activity.
827 Query	Real Estate Subordinations, Partial Releases, and Consent Activities. Query for work item 827 subordinations has been adjusted since FY 2002 midyear to capture subordinations with Request Types “S” and “B” and Security Service Codes 5, 7, and 8. Assume similar activity.
828 Manual	Servicing Shared Appreciation Agreements. Assume an increase in SAA expiration.
829 Manual	Inventory Property Management. Assume similar activity.
830 Query	All Debt Settlement Activities. Assume similar activity.

Continued on the next page

Work Item Information (Continued)

Guaranteed Farm Loan Programs	
Work Item	Query, Comparison, and Other Information
901 Query	Loan Applications Received for Guaranteed Farm Loan Programs Except PLP. Assume similar activity.
902 Query	Program Eligibility Determinations for Guaranteed Loan Applications Except PLP. Assume similar activity.
903 Query	Loan Feasibility Determinations for All Guaranteed Loans Except PLP. Assume similar activity.
904 Query	Loan Closing for All Guaranteed Loans Except PLP. Assume similar activity.
905 Query	Preferred Lender Program Guaranteed Loan Processing. Assume similar activity.
921 Query	Routine Guaranteed Loan Servicing and Maintaining Lender Records. Assume increased activity. Note: The query results for this work item will not be automatically loaded on the FSA-55; however, the workload software will allow County Offices to make an entry. County Offices will receive a printout indicating the number of guaranteed loan borrowers on March 31, 2002. This number may be verified against the unduplicated guaranteed borrower report to ensure accuracy.
922 Manual	Feasibility Determinations for Guaranteed Loan Servicing Activities. Assume increased activity.
923 Query	Guaranteed Loan Servicing - Lender File Reviews for SEL and CLP. Assume increased activity.
924 Query	Guaranteed Loan Servicing - Lender File Reviews for PLP. Assume increased activity.
925 Manual	Servicing Guaranteed Loan Borrowers Through Liquidation or Bankruptcy and Processing Loss Claims. Assume increased activity.

Continued on the next page

Work Item Information (Continued)

Miscellaneous Farm Loan Program Activities	
Work Item	Query, Comparison, and Other Information
1001 Query	<p>Banking and Collections for All Loan Programs. Assume similar activity.</p> <p>Note: The query results for this work item will not be automatically loaded on FSA-55; however, the workload software will allow County Offices to make an entry. County Offices will receive a query printout indicating the number of check or cash payments on FSA-603 and loan repayments on CCC-257. Do not double the query count. A manual count for supervised bank account activity and multiple advances must be added to the query count before entering units on FSA-55. Type 2 and Type 3 County Offices shall submit query counts to their Type 1 Servicing Office.</p>
1002 Query	<p>Real Estate Appraisals Performed by FSA Employees. Ensure that State Office supplies County Office with number of appraisals completed so County Office can update WLS before running queries. Assume similar activity.</p>
1003 Query	<p>Chattel Appraisals Performed by FSA Employees. Ensure that State Office supplies County Office with number of appraisals completed so County Office can update WLS before running queries. Assume similar activity.</p>
1004 Query	<p>Reviewing Real Estate Appraisals Performed By Lenders, Contract Appraisers, or Third Parties for Direct or Guaranteed Loan Making or Servicing. Assume similar activity.</p>
1005 Query	<p>Reviewing Chattel Appraisals Performed by Lenders, Contract Appraisers, or Third Parties for Direct or Guaranteed Loan Making or Servicing. Assume similar activity.</p>

Continued on the next page

Work Item Information (Continued)

Peanut Program	
Work Item	Query, Comparison, and Other Information
1101 Manual	Farms With Poundage Quotas. No estimates will be allowed.
1102 Manual	Quotas; Transfer By Sale, Lease, Release, Reapportionment, or Reallocation. No estimates will be allowed.
1103 Manual	Marketing Cards. No estimates will be allowed.
1104 Manual	Farm Accounts. No estimates will be allowed.
1105 Manual	Contracting Additional Peanuts. No estimates will be allowed.
1106 Query	Quota Buyout Program. Project similar activity for FY 2003.

Continued on the next page

Work Item Information (Continued)

Flue-Cured, Burley, and Other Tobacco Programs	
Work Item	Query, Comparison, and Other Information
1201 Manual	Tobacco Allotments. Assume similar activity.
1202 Query	Allotments; Transfer by Lease, Sale, Release, Reapportionment, or Reallocation. Note: A manual count is required for any FSA-278, FSA-278A, FSA-364, or FSA-378. Manual counts for this work item should be very rare.
1203 Manual	Marketing Cards. Assume similar activity.
1204 Manual	Farm Accounts. Assume similar activity.
1205 Manual	Marketing Operations. Assume similar activity.
1206 Query	Lease and Transfer Under Natural Disaster Provisions. Assume similar activity. Note: A manual count is required for disaster leases completed after rollover.
1207 Manual	Phase II Tobacco Settlement. State Offices shall ensure that information provided for Tobacco Settlement is not counted as a FOIA request in work item 112. Workdays from the work measurement County Offices should be reviewed to ensure workload workday counts are reasonable. Assume similar activity.

Continued on the next page

Work Item Information (Continued)

Compliance Activities	
Work Item	Query, Comparison, and Other Information
1401 Query	<p>Producer's Report of Acreage. Assume a significant increase in activity if producers have not been previously reporting all cropland.</p> <p>Note: A manual unit count is required for any crop year 2001 late-filed acreage reports.</p> <p>Exception: Do not count late-filed acreage reports taken for 1998 through 2001 crop years as the result of the Farm Bill for which no late-filed fee was collected.</p>
1402 Manual	<p>Producer's Report of Acreage. Count units as follows for all AD-1026's signed by the producer after October 1, 2001:</p> <ul style="list-style-type: none"> tract on the farm in a producer's headquarters county producer for whom the County Office receives a copy of AD-1026 or AD-1026A from another County Office. <p>Note: Do not count units for AD-1026's completed for disaster or special program.</p> <p>Assume an increase in activity where implementing programs with first time participants.</p>
1404 Manual	<p>Planimetry From Ground Measurements. If there is a unit count in work items 1405 through 1408 for a farm visit to determine acreage, there should be a unit count for the fields which required planimetry in this work item. Assume similar activity.</p>
1405 Query	<p>Acreage Determination, 0 Through 49.9 Acres, From Farm Visit. Assume similar activity.</p> <p>Note: A manual count is allowed when County Office did not enter "Y" for a field visit in the compliance software.</p>
1406 Query	<p>Acreage Determination, 50.0 Through 499.9 Acres, From Farm Visit. Assume similar activity.</p> <p>Note: A manual count is allowed when County Office did not enter "Y" for a field visit in the compliance software.</p>

Continued on the next page

Work Item Information (Continued)

Compliance Activities	
Work Item	Query, Comparison, and Other Information
1407 Query	<p>Acreage Determination, 500.0 Through 999.9 Acres, From Farm Visit. Assume similar activity.</p> <p>Note: A manual count is allowed when County Office did not enter “Y” for a field visit in the compliance software.</p>
1408 Query	<p>Acreage Determination, 1000.0 or More Acres, From Farm Visit. Assume similar activity.</p> <p>Note: A manual count is allowed when County Office did not enter “Y” for a field visit in the compliance software.</p>
1410 Query	Acreage Determinations From Aerial Slides. Projections should include 2002 crop spot-checks if not completed by September 30, 2002.
1412 Manual	Aerial Compliance Flights. Count 1 unit for each 36 exposure roll of film or equivalent. Only County Offices performing flight service shall report data. Do not include GIS flights in this work item.
1415 Manual	<p>Land Use Determinations and Referrals. Count 1 unit for each:</p> <ul style="list-style-type: none"> • FSA-493 • farm referred to NRCS on FSA-569 for potential HELC or WC violation • farm selected for WC compliance spot check. Ensure that County Offices are counting farms not fields selected for compliance with WC provisions. <p>Assume similar activity.</p>

Continued on the next page

Work Item Information (Continued)

Compliance Activities	
Work Item	Query, Comparison, and Other Information
1416 Manual	<p>Spot Checks and Non-Acreage Determinations. Report 1 unit for each completed visit for spot checks and nonacreage determinations to a:</p> <ul style="list-style-type: none"> • farm • warehouse • peanut sheller • vendor • peanut buyer • wheat buyer • gin • peanut seed vendor • State or county lien recording office • county recording office to research land transactions. <p>Count only lien searches made for other County Offices in this work item. Report Statewide lien searches performed by a designated County Office under the State-centralized filing system in work item 2112.</p> <p>Note: Do not count inspections under Emergency Programs in this work item. Do not assume activity for spot checks of peanut buyers, seed vendors, or shellers.</p>
1417 Manual	<p>Recording HELC and WC Use Determinations. Count 1 unit for each land use determination for which HELC and WC determinations made by NRCS have been permanently recorded on official aerial photography. Activity may be high in County Offices recording new determinations initiated by conversion to GIS.</p> <p>Note: Do not count units for transferring data to new aerial photography. Compare to work item 1418 to ensure that is not the case.</p>
1418 Manual	<p>New Flight of Aerial Photography. Count 1 unit for each new 660 aerial photograph completed. Do not count replacement photography. Only count a unit if the entire county's aerial photography was replaced.</p>

Farm Storage Facility Loan Program	
Work Item	Query, Comparison, and Other Information
1501 Query	<p>Applications Received for FSFL Program. Assume moderate increase to include Sugar Storage Facility Loans where applicable.</p>
1502 Query	<p>Application Processing for FSFL Program. Assume moderate increase to include Sugar Storage Facility Loans where applicable.</p>
1503 Query	<p>Loan Closing Activities for FSFL Program. Assume moderate increase to include Sugar Storage Facility Loans where applicable.</p>
1504 Query	<p>Loan Servicing Activities for FSFL Program. Projection for column 3 should be active CCC-186 in effect on September 30, 2002.</p>

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Work Item Information (Continued)

Commodity Loan Making	
Work Item	Query, Comparison, and Other Information
1601 Query	Farm-Stored Commodity Loans. Assume moderate increase for wheat, feed grain, oilseeds, rice, honey, pulse crops, wool, and mohair; large increase for peanut loans, where applicable.
1602 Query	Sugar-Processor Loans. Assume moderate increase over FY 2002, including in-process sugar loan activity.
1603 Query	Warehouse Loans (Except Cotton Loans). Assume moderate increase for wheat, feed grain, oilseeds, rice, honey, pulse crops, wool, and mohair; large increase for peanut loans, where applicable.
1604 Query	Cotton Warehouse Loans. Assume similar activity for cotton and seed cotton activity.
1605 Query	Upland Cotton Loan Deficiency Payments. Assume similar activity. Note: A manual count is required for each CCC-633 LDP, CCC-Cotton AA, or CCC-709 taken with a zero payment rate or taken for another county.
1606 Query	Wheat, Feed Grains, Oilseed, Rice, and Honey Loan Deficiency Payments. Assume activity for CY 2002 LDP's for FY 2003 for crops that may have a working LDP rate. Price Support Division in State Office should review for realistic projections. Note: A manual count is required for each CCC-633 LDP taken with a zero payment rate or taken for another county.
1609 Query Workload Only	Number of Farm-Stored Soybean, Loans. Assume moderate increase in activity.
1610 Query	Number of Cotton Loans. Assume similar activity.

Continued on the next page

Work Item Information (Continued)

Commodity Loan Making	
Work Item	Query, Comparison, and Other Information
1611-1616 Query Workload Only	Number of Farm-Stored Wheat, Corn, Oilseed, Rice, Grain Sorghum, Barley, or Oats Loan. Assume moderate increase in activity.
1617-1625 Query Workload Only	Number of Warehouse-Stored Wheat, Corn, Oilseed, Rice, Grain Sorghum, Barley, Oats, Soybean, Mohair, or Honey Loans. Assume moderate increase in activity.
1627 Query	Field Direct Wheat, Feed Grains, Oilseeds, and Rice Loan Deficiency Payments. Assume moderate increase in activity. Note: A manual count is required for each CCC-709: <ul style="list-style-type: none"> • taken with a zero payment rate if production evidence is provided • FAXed to another county.
1628 Query Workload Only	Number of Farm-Stored Pulse Crop Loans. Assume moderate increase in activity.
1629 Query Workload Only	Number of Farm-Stored Peanut Loans. Assume large increase in activity.
1630 Query Workload Only	Number of Warehouse-Stored Pulse Crop Loans. Assume moderate increase in activity.
1631 Query Workload Only	Number of Warehouse-Stored Peanut Loans. Assume large increase in activity.

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Work Item Information (Continued)

Servicing Commodity Loans and Purchases	
Work Item	Query, Comparison, and Other Information
1701 Query	Commodity Loan and Loan Deficiency Payment Spot Checks. Assume a moderate increase activity. Note: The query results for this work item will not be automatically loaded on FSA-55; however, the workload software will allow County Offices to make an entry. County Offices will receive a printout indicating number of bins spot-checked. This number must be verified against monthly spot check performance reports completed in APSS during FY 2002.
1702 Query	Commodity Loan Repayments (Except Cotton). Assume moderate increase in activity.
1703 Query	Cash Repayment of Cotton Loans. Assume similar activity.
1705 Query	Settlement of Farm-Stored Loans and Purchases. Assume similar activity.
1706 Query	Forfeiture of Warehouse Loans (Except Cotton). Assume similar activity.
1707 Manual	Forfeiture of Cotton Warehouse Loans. Count 1 unit for each bale forfeited. Assume similar activity.
1709 Manual	Reconcentration of Warehouse-Stored Loans (Except Cotton). Count on unit for each CCC-699. Assume similar activity.
1710 Manual	Reconcentration of Cotton Warehouse Loans. Count 1 unit for each bale reconcentrated. Assume similar activity.
1711 Manual	Issuing Commodity Certificates for Commodity Exchange. Assume moderate increase in activity.
1712 Query	Commodity Exchange Loan Repayments (Except Cotton). Assume moderate increase in activity for all commodities except large increase for peanuts.
1713 Query	Commodity Exchange Repayment of Cotton Loans. Assume similar activity.

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Work Item Information (Continued)

Dairy Program	
Work Item	Query, Comparison, and Other Information
1801 Manual	Milk Income Loss Contract. Count 1 unit for each CCC-580. Assume unit count for all dairy producers who did not have CCC-580 approved by September 30, 2002.

Emergency Program	
Work Item	Query, Comparison, and Other Information
2002 Manual	Emergency and Defense Program Activities. Count time for CEB meetings, completing flash, damage reports and related field visits, updating food, feed and seed/fertilizer listings, STORM training and activity. Do not project disaster activity except carry over.
2003 Manual	Emergency Haying and Grazing. Count 1 unit for each approved or disapproved request to hay or graze CRP acres or emergency relocation to CRP acres. Do not project except carry over activity or where pending approval.
2004 Query	Lamb Meat Adjustment Assistance Program. Assume similar activity.
2005 Query	Issuing Payments for Apple Market Loss Assistance Program (AMLAP). Assume similar activity.
2012 Query	LIP and FCP Activities. No projections allowed.
2013 Query	LIP and FCP Payments. No projections allowed.
2014 Manual	County Feed Loss Assessment Report. Count 1 unit for each CCC-654 acted on by COC. Only project activity if disaster is ongoing.
2015 Query	Livestock Assistance Program (LAP) Applications. Do not project except carry over activity or where pending approval.

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Work Item Information (Continued)

Emergency Program	
Work Item	Query, Comparison, and Other Information
2016 Query	Livestock Assistance Program (LAP) Payments. Do not project except carry over activity or where pending approval.
2019 Manual	American Indian Livestock Feed Program. Count 1 unit for each workday associated with this program. Do not project except carry over activity.
2021 Query	National Pasture Recovery Program. No projections allowed.
2023 Query	Tobacco Loss Assistance Program. Do not project except carry over activity.
2024 Manual	Cranberry Market Loss Assistance Program. Count 1 unit for each workday associated with this program. Do not project except carry over activity.
2025 Query	Wool and Mohair Market Loss Assistance Program. No projections allowed.

Miscellaneous Activities	
Work Item	Query, Comparison, and Other Information
2102 Manual	Conservation and Rural Area Development Work. Count 1 unit for each workday for Yakima and Klamath Basin Water Conservation Programs, employee or COC time for local conservation work groups, Pub. L. 566 watershed program, rural abandoned mines program. Projections should be similar.
2104 Manual	Clean Lakes Program Projects with EPA. Count 1 unit for each workday spent working on Clean Lakes Program projects with EPA. Projections should be similar in County Offices with activity.
2105 Manual	Dairy Indemnity Payment Program. Count 1 unit for each workday spent working on this program related to contaminated milk. Do not count time for any other dairy programs here. Do not project except carry over activity.
2106 Manual	WHSE Surveillance and Port Checking. Count 1 unit for each day working on warehouse surveillance, port checking and check loading for CCC commodities, or individual survey for former CCC Grain Bin Storage Facilities.

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Work Item Information (Continued)

Miscellaneous Activities	
Work Item	Query, Comparison, and Other Information
2110 Manual	<p>Task Force, Detail and Outreach Activities. Count 1 unit for each workday:</p> <ul style="list-style-type: none"> • detailed by Kansas City and National Division Offices • performing software testing, i.e., SCIMS and eLDP beta test sites • assisting with review of draft notices and handbooks • participating in national task force meetings • participating in Service Center implementation projects or Business Process Re-engineering • performing work for consent decree, also record workdays in 2159 • USDA Reinventing Government Project or Hay Donation Program • gleaning and food recovery activities • outreach that cannot be captured in a program area.
2111 Manual	<p>Assisting Producers with Ag Census Forms. Count 1 unit for each workday assisting producers with census forms. There was no National Ag Census in 2002 so any entries in column 2 would have to be a State census. Assume assistance with National Ag Census to be mailed to producers in December 2002. State Offices shall monitor for reasonable entries.</p>
2112 Manual	<p>State Central Filing System Activities. Count 1 unit for each workday only when County Office performs lien searches and security agreements for another County Office.</p>

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Work Item Information (Continued)

Miscellaneous Activities	
Work Item	Query, Comparison, and Other Information
2113 Manual	<p>Geographical Information System. Do include time for:</p> <ul style="list-style-type: none"> digitizing maps, counted in digitizing centers correcting field boundaries when digitized maps are returned transferring information from old photography to digitized maps, i.e., HELC, WC, CRP planimentering acreage because of changed field boundaries shown on digitized maps. <p>Do not include time for:</p> <ul style="list-style-type: none"> outlining maps in preparation of digitizing (WI-302) putting new determinations from NRCS on maps (WI-1417) putting CRP fields for new contracts on maps (WI-528) correcting field boundaries as the result of new changes (WI-302) using GIS to complete acreage determinations (WI-1410) using GIS to complete a measurement service (WI-202 or WI-206). <p>Estimate in County Office where conversion will be implemented or continuing in FY 2003 only.</p>
2139 Manual	<p>County Operations Trainees. Administrative payroll County Office shall count 1 unit for each pay status day COT was payrolled in FY 2002. Project only pay status days remaining as COT. Training County Offices shall report days COT is assigned to their office in work item 2143.</p>
2140 Manual	<p>Trainers and Cooperative Education Students. Count time for trainers only for Management, National Technician, Chief PT, Service Center Implementation, Farm Bill, EEO/Civil Rights training. Count workdays for cooperative education students in payroll County Office.</p>
2143 Manual	<p>COT or FLOT Training. Count workdays that COT or FLOT is assigned to the County Office for the first 12 months of training.</p> <p>Note: This is informational item for BUD and HRD.</p>

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Work Item Information (Continued)

Miscellaneous Activities	
Work Item	Query, Comparison, and Other Information
2146 Manual	District Compliance Assistant. Count 1 unit for each workday DCA assists DD by reviewing both County Office and Field Office compliance activity. Only include employees under the standard job description number 336 or 337. Note: County Office employees assisting DD with any activity, including compliance activity, is counted in work item 2147.
2147 Manual	COF Employees Assisting District Directors. Report 1 unit for each workday that CO or GS employees assist DD.
2149 Manual	Number of Local Administrative Areas. Count 1 unit for each LAA in county. If combined office, count all LAA's for all counties serviced by office. Shared management County Offices shall count in their own report.
2150 Manual	Number of County Committees. Count number of County Committees, not number of members. Shared management County Offices shall count in their own report.
2151 Manual	Acreage Report Measurement Service RMA Pilot Project. Count 1 unit for each workday. Only County Offices that have been contacted by the State Office to participate in this pilot program and provided a copy of the memorandum dated December 23, 1997, from Assistant DAFP waiving measurement service fees, shall enter data in this work item.
2153 Query Workload Only	Active Wheat AMTA Contracts. Count 1 unit for each farm with an approved PFC wheat contract. Assume similar activity.
2154 Query Workload Only	Active Feed Grain AMTA Contracts. Count 1 unit for each farm with an approved PFC barley, corn, grain sorghum, and/or oats contract. Assume similar activity.
2155 Query Workload Only	Active Cotton AMTA Contracts. Count 1 unit for each farm with an approved PFC cotton contract. Assume similar activity.

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Work Item Information (Continued)

Miscellaneous Activities	
Work Item	Query, Comparison, and Other Information
2156 Query Workload Only	Active Rice AMTA Contracts. Count 1 unit for each farm with an approved PFC rice contract. Assume similar activity.
2157 Manual	CO Employees Performing Farm Loan Activities. Count 1 unit for each workday that CO employees expend performing any FLP activities pertaining to the 800, 900, and 1000 series. Include any workdays that could be considered administrative functions, such as mail processing and/or taking telephone messages. Note: Include training time. Training time may increase if CO employees will receive training for obtaining loan approval authority.
2158 Manual	GS Employees Performing Farm Program Activities. Count 1 unit for each workday that GS employees expend performing any Farm Program activities. Include any workdays that could be considered administrative functions, such as mail processing and/or taking telephone messages. Report these days in the office performing the activities. Note: Include training time.
2159 Manual	Civil Rights Activity. Count 1 unit for each workday, the time that GS and CO County Office employees expend performing consent decree activities. Do not include travel time in this work item. Include the workdays from this work item in work item 2110.
2160 Manual	Farm Loan Officer Trainees. Administrative payroll County Office shall count 1 unit for each pay status day FLOT was payrolled in FY 2002. Project only pay status days remaining as FLOT. Training County Offices shall report days FLOT is assigned to their office in work item 2143.

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Work Item Information (Continued)

Other Data	
Work Item	Query, Comparison, and Other Information
9065 Manual	Federal Farm Loan Employee. Report 1 unit for each GS pay status day for FLP employees in the County Office where the employee is physically located. If employee travels to and services other County Offices, count all time in the employee's headquarters County Office. FY 2003 projections should be similar.
9074 KC-ITSDO	Rent, Contracted Custodial Services, Utilities, Telephone. County Office shall estimate, in whole dollars, the total rent, janitor services and utility costs, including telephone for the next year. If County Office is collocated with other agencies and is the lead agency, project the total cost for all rent, janitor services, and utilities paid out of County Office funds.
9075 Manual	Aerial Compliance Costs Except RMA. Enter all aerial compliance costs, including pilot, plane, film, and film processing. State Offices that purchase the film and prepaid mailers for processing film shall provide County Offices with these costs. Only the administrative County Office should report units.
9076 Manual	Leave. Report leave used for GS and CO employees in the County Office where the employee is located. Administrative County Office shall provide days to shared management offices. Include holiday, annual, sick, military, administrative, excused absence, jury duty, on-the-job injury compensation, blood donations, voting, time-off awards, and lump sum. Do not include credit hours or compensatory time since they are reported when worked.
9078 KC-ITSDO	Severance Payments. County Offices may estimate in column 3 for known activity.
9079 Manual	Postage Meter Rental Costs. The dollar amount may be captured in the administrative County Office or designated County Office if the State Office writes a check. Report amounts for checks coded "PM".
9082 Query Workload Only	<p>Postage Costs. The query captures all postage issued from the County Office for checks coded "ML" or "UPS". Checks will be captured in the administrative County Office. Project an increase because of postage rate increase.</p> <p>Note: A manual count is required for any State Office issued checks for County Offices for postage-by-phone. The State Office shall send, by memorandum to BUD, the manual count to be added to the County Office designated by the State Office.</p>

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Work Item Information (Continued)

Other Data	
Work Item	Query, Comparison, and Other Information
9090 Manual	<p>ADP Supplies. The administrative County Office will report. The amount entered in work item 9090 should include automated data processing (ADP) supplies only and should not be excessive. County Offices should be receiving most ADP supplies from Kansas City and not purchasing locally.</p> <p>Examples: Examples of ADP supplies include ribbons, cartridge diskettes, diskette labels, printer paper (not copier paper), data tapes, and toner cartridges for laser printers.</p>
9094 Manual	<p>Photocopies Provided Reinsured Companies. Report in whole dollars, the number of photocopies at \$.20 per copy. Count copies of FSA-578, etc. in this work item. Amounts entered in work items 9094 and 9095 could be high, but not excessive. Review along with work items 118 and 9102.</p>
9095 Manual	<p>Aerial Photocopies Provided Reinsured Company. Report in whole dollars, the number of photocopies at \$1.00 per copy. Count copies of maps, including certified maps, in this work item. Amounts entered in work items 9094 and 9095 could be high, but not excessive. Review along with work items 118 and 9102.</p>
9099 Manual	<p>Cost for Duplication of Aerial Slides for Other Agencies. Amounts entered in work item 9099 should only be where FSA absorbs the cost of the duplication. Do not report dollars that have been reimbursed.</p>
9102 Manual	<p>Postage Costs for Reinsured Companies. Report in whole dollars postage costs to mail information to Reinsured Companies. The sum of amounts for work items 9102, 9109, and 9118 should not exceed work item 9133. Include only the prorated portion of the newsletter when information is sent out related to work items 9102, 9109, and 9118.</p>
9103 KC-ITSDO	<p>Relocation Expenses. County Offices may estimate known activity.</p>
9108 Manual	<p>SIP Training and Travel Cost. Entries in work item 9108 should be minimal. There should only be entries in work item 9108 if SIP has been funded or instructions to use undisbursed funds have been issued.</p>

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Work Item Information (Continued)

Other Data	
Work Item	Query, Comparison, and Other Information
9109 Manual	SIP Postage Costs. Entries in work item 9109 should be small numbers. There should only be entries in work item 9109 if SIP has been funded or instructions to use undisbursed funds have been issued
9110 Manual	FSA Rent, Utilities, and Telephone. The administrative County Office will enter data for FSA's share of rent for office space, utilities, and telephone. Include total cost for all FSA offices, including sub-offices. The FSA rent amount can be found on FSA-875.
9111 Manual	Rent and Utilities for Sub-office. The administrative County Office will enter data for work item 9111 for sub-office rent, utilities, and telephone.
9118 Manual	NAP Postage Costs. Entries in work item 9118 should be compared to data entered in work items 9119 and 9120. Report in the county where metered.
9119 Manual	Aerial Photocopies Provided for NAP. Enter only aerial photocopies required to be provided to complete the NAP producer file and for the producer.
9120 Manual	Photocopies Provided for NAP. Enter only photocopies required to be provided to complete the NAP producer file for the producer.
9124 Manual	Renovation of County Office Space. The administrative County Office shall report expense for renovation of office space if the landlord does not pay and include it in the rent cost.
9128 Manual	County Office Equipment Costs. The administrative County Office shall report expense for equipment purchases. The State Office may enter 1 figure in a designated county for the whole State.
9129 Manual	Service Center Implementation Travel Costs. Include travel expenses for all CO facilitators, coordinators, and/or participants in work item 9129. Work item 9129 should be minimal to zero entries.
9133 Manual	FSA Postage Costs. Enter only FSA's portion of the total postage cost in the administrative County Office.

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Work Item Information (Continued)

Other Data	
Work Item	Query, Comparison, and Other Information
9134 Manual	Frame Relay Costs. The administrative County Office shall report expense for frame relay cost. The State Office may enter 1 figure in a designated county for the whole State.
9135 Manual	Contractor Costs. Work item 9135 captures contractor costs for completing farm program activity only. Report units in the administrative County Office only. This should include non-Federal costs only. State Offices that pay contractor costs from County Office funds shall provide information to appropriate County Offices or enter all costs in a designated county.
9136 Manual	GIS Compliance Costs. Include costs of plane, pilot, and digital imagery CD's if paid from County Office funds. State Offices that pay GIS compliance costs for County Offices shall provide information to appropriate County Offices or enter all costs in a designated county.